

# Appendix C - ESOA Print Format and Specifications

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## Electronic Statement of Account (ESOA)

### Description

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

This section provides a sample as specified in EDEExpress software.

### Output Specifications (Layout and Printing Instructions)

The ESOA report contains:

- Header - see Sample Output Document for correct header information.
- Summary Information – see the following ESOA Print (Summary Information) table.
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table.

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## Electronic Statement of Account (ESOA)

### ESOA Print (Summary Information)

This table of print specifications is used in EDEExpress software and is provided as an example.

Row	Field Name in EDEExpress	Printing Instructions
1		Print a blank row.
2	Pell Institution Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
3	Institution Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
4	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
5	Grantee Duns Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
6	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
7		Print a blank row.
8	Accounting Schedule	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
9	Accounting Schedule Date	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Print date in MM/DD/CCYY format.
10		Print a blank row.
11	A. Previous Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
12	Current Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.

## ESOA Print (Summary Information) (Continued)

Row	Field Name in EDEExpress	Printing Instructions
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.
15	A. Previous Pell Grant Obligation/Payment	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
16	Current Pell Grant Obligation/Payment	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
24	YTD GAPS Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.

## ESOA Print (Summary Information) (Continued)

Row	Field Name in EDEExpress	Printing Instructions
25	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
26		Print a blank row.
27	As of Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified institution. Print format for batch # is : XXCCYY123456CCYYMMDDHHMMSS
28		Print a blank row.
29		Print a blank row.
30	Section A values applicable only for advanced funded accounts.	Print Section A Notation as stated below: Section A values applicable only for advanced funded accounts.
31	Section B values applicable only for just in time and Reimbursement accounts.	Print Section B Notation as stated below: Section B values applicable only for just in time and reimbursement accounts.

## ESOA Detail Information

Row	Column	Field Name in EDEExpress	Printing Instructions
1	N/A	Electronic Statement of Account Page: 2	Print the label and the insert the page #.
2	N/A	Blank Line	Print a blank line.
3	N/A	Blank Line	Print a blank line.
4	N/A	ESOA Detail Batch Information	Print the literal section label: 'ESOA DETAIL BATCH INFORMATION'.
5	N/A	Blank Line	Print a blank line.
6	1	Adjust Report Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Print date in MM/DD/CCYY format.
6	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
6	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Print date in MM/DD/CCYY format.
6	4, Line 1	Adjust Batch #	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution.
6	4, Line 2	Adjust Description	Print the literal value for this field as defined on the Pell ESOA detail database table for the specified institution.

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# Sample Output Document

## SUMMARY INFORMATION

Report Date: MM/DD/CCYY U.S. DEPARTMENT OF EDUCATION  
STUDENT FINANCIAL ASSISTANCE PROGRAMS

Report Time: HH:MM:SS

2001-2002 Award Year  
FEDERAL PELL GRANT PROGRAM  
ELECTRONIC STATEMENT OF ACCOUNT

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PELL INSTITUTION NUMBER	999999
INSTITUTION NAME	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE	XX
GRANTEE DUNS NUMBER	XXXXXXXXXXXX
GAPS AWARD NUMBER	XXXXXXXXXXXXXXXX

Accounting Schedule	999
Accounting Schedule Date	MM/DD/CCYY

A. Previous Pell Grant Obligation	\$999,999,999.99
Current Pell Grant Obligation	\$999,999,999.99
Adjustment (Increase + or Decrease -)	\$099,999,999.99*

B. Previous Pell Grant Obligation/Payment	\$999,999,999.99
Current Pell Grant Obligation/Payment	\$999,999,999.99
Adjustment (Increase + or Decrease -)	\$099,999,999.99*

GAPS Drawdowns/Payments	\$999,999,999.99
Date of Last Activity in GAPS	MM/DD/CCYY

YTD Total Unduplicated Recipients	999,999
YTD Pell Accepted Disbursement Amount	\$999,999,999.99
YTD GAPS Posted Disbursement Amount	\$999,999,999.99
YTD Administrative Cost Allowance	\$999,999,999.99

As of Batch ID	XXCCYY12345619990101123000
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SECTION A VALUES APPLICABLE ONLY FOR ADVANCED FUNDED ACCOUNTS.

SECTION B VALUES APPLICABLE ONLY FOR JUST IN TIME AND REIMBURSEMENT ACCOUNTS.

## **DETAILED INFORMATION (PAGE 2)**

Electronic Statement of Account Page: 2

### ESOA DETAIL BATCH INFORMATION

ADJUST REPORT DATE -----	ADJUST AMOUNT -----	ADJUST PROCESS DATE -----	ADJUST BATCH # ADJUST DESCRIPTION -----
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXX